

Queries on CD registers

CD Registers can be kept electronically as long as they comply with the legislation. www.pjonline.com/Editorial/20051112/society/ethics.html. There is no mandatory requirement to maintain an electronic CD register at this time. The CD register can be used to record additional information to that required or allowed under the provisions of the Misuse of Drugs Regulations. The record keeping requirements specified in the Misuse of Drugs Regulations are the minimum fields of information that must be recorded. Pharmacists may record additional information in the controlled drug register, e.g. running balances.

1. Can I leave out out-of-date CDs when I transfer items to the new running balance register?

No, out-of-date stock must be included as this is still CD stock until it is destroyed in the presence of an authorised witness.

2. Is it a legal requirement to record information about the person collecting CDs or any other additional information?

No, it is not currently a legal requirement to record additional information, such as running balances or the person who collects a Schedule 2 CD. Record keeping requirements around the identity of persons collecting Schedule 2 CDs will come into force on 1st February 2008. However, until that time it would be seen as good practice to do so.

3. When a Schedule 2 CD is being delivered to a patient when should I sign it out of the register?

It is advised that an entry is made in the CD register when the delivery driver employed by the pharmacy is supplied with the CD. Before leaving to make the delivery it should be ensured that the patient or patient's representative is at home to receive it.

However, if subsequently the delivery of the medicine was unsuccessful, on returning with the item to the pharmacy the original CD register entry should be annotated by marginal note or footnote to correct the fact that this supply was not in fact made (and the entry is not accurate). The entry should be annotated to state that the patient was not in etc. If the pharmacist remains satisfied as to the storage requirements that the item has been subjected to whilst under the pharmacy delivery driver's control and that the item is suitable to be given to the patient on another occasion the item should then be re-entered in the supplied section of the CD register when the supply is made again.

This method would provide a robust audit trail.